



Departmental Quarterly Performance Report

**Department Name: Miami-Dade Community Action
Agency**

**Reporting Period:
2nd Quarter 2003**

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
			570	376	565	381				
	567	946								

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

GMSC	Service Corp Workers	61
	Accountant 3	1
	Administrative Secretary	1
Head Start	Community Family Service Worker	5
	Curriculum Specialist	1
	Education Specialist	2
	Social Worker 1	24
	Teacher	19
	Teacher Assistant 1	26
Early Head Start	Social Worker 1	1
	Teacher Assistant 1	10

C. Turnover Issues

There continues to be a high rate of separations of Head Start staff. There were six separations between January and March 2003.

D. Skill/Hiring Issues

Head Start teachers and assistants require the same certification and bachelor degrees as Miami-Dade Public School, however a comparison salaries is not compliable.

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E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

530 County Temporaries, volunteers and Service Corps Workers

213 temporary agency employees

F. Other Issues

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	Total Annual Budget	CURRENT FISCAL YEAR					
			Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦ Transfer GF	\$7,912,000	\$6,577,000	\$1,644,250	\$0	\$0	\$0	\$0	N/A
♦ State Grants	1,129,858	2,142,528	\$535,632	86,420	\$1,071,264	1,062,252	(\$9,012)	99%
♦ Federal Grants	57,177,383	57,079,172	\$14,269,793	19,888,824	\$28,539,586	32,636,184	\$4,096,598	114%
♦ Fees/Misc Revenue	1,705,123	2,348,967	\$587,242	323,389	\$1,174,484	453,297	(\$721,187)	39%
♦ Carryover		845,000	\$211,250	0	\$845,000	769,741	(\$75,259)	91%
Total	\$67,924,364	\$68,992,667	\$17,248,167	\$20,298,633	\$31,630,334	\$34,921,474	\$3,291,141	
Expenditures								
Salaries / Fringe	\$26,797,730	\$32,312,989	\$8,078,247	\$7,531,022	\$16,156,495	#####	(\$1,313,864)	92%
Operating	40,155,425	36,566,514	\$9,141,629		\$18,283,257	20,418,742	\$2,135,485	112%
Capital	351,874	113,164	\$28,291		\$56,582	192,401	\$135,819	340%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
♦ 630 / 631 (Operations)	(\$340,955)	(\$1,535,513)	(\$3,311,838)		
♦ 630 / 632 (Grants)	(\$3,918,782)	(\$6,874,152)	(\$2,541,552)		
Total					

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90+ days and those scheduled for write-off, if applicable)

REVENUE AND EXPENDITURE NOTES:

Note 1: Federal Grants include \$4.520 million from FY2002 expenditures (Receivables to be reversed)

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Note 2: Miscellaneous Revenues - \$511,000 of the revenue are CDGB (Non-revenue), \$705,000 are revenues reimbursed after expense.

Note 3: Operating expenditures based on increased grant modification that will be incorporated in the Supplement.

Note 4: Capital expenditures based on increased grant modification that will be incorporated in the Supplement.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date_____